

BIG MOUNTAIN SEWER DISTRICT

PO Box 1252
Whitefish, Montana 59937

Board of Director Agenda

April 5, 2022 9:00 am

Mount Jackson Room

3889 Big Mountain Road

Whitefish, MT 59937

PLEASE NOTE: Public attendance at this meeting will be via ZOOM.
If you would like to Zoom in, please email Big Mountain Sewer District
at bigmtsewerdist@gmail.com and we will send you the link.

1. CALL TO ORDER

President Sato called the meeting to order at 9:02 a.m. Present were: Brad Kincaid, Jason Hanchett, Kathy McAughan, Jennifer Sato, Bill Krippaehne/Morning Eagle, and Leslie Bales. Present via Zoom were: Greg Ferrian, Al Clough, Paul Montgomery (9:15 a.m.), and Steven Camp, Bobi Jo Lingle/Jackola Architecture and Engineering and Cherie Ross for 3844 Winter Lane.

2. INTRODUCTIONS

President Sato and the Board introduced themselves, along with the attendees.

3. PUBLIC COMMENT

There were no written or oral comments.

President Sato moved OLD BUSINESS, item d. 3844 Winter Lane – request for extension on will-serve letter up on the agenda as Paul Montgomery will be calling into the meeting at 9:15 and the representatives for 3844 Winter Lane are all present on Zoom. Sato reported Cherie Ross, Essential Montana Experience LLC has requested an extension asked for additional time to begin construction at 3844 Winter Lane. Lingle/Jackola explained there have been no significant changes, and the EDU's will remain the same. Ross added they are now looking for the third contractor, as the first two were unable to secure sub-contractors. Lingle added the project is in the preliminary stage, with the desire is to start construction in 2023. Kincaid made motion to approve a one year extension on the will-serve letter for 16 condominium units (12 – 2 bedroom/2 bath and 4 studios); second by McAughan. Motion carried with roll vote as follows: AYES: Clough, Ferrian, Kincaid, McAughan, Sato. NOES: None. ABSENT: None. ABSTAIN: None.

4. PRESENTATIONS

There were no presentations.

5. INFLOW & INFILTRATION PROJECT

a. I & I Project Scope –

- i. *Anderson-Montgomery I&I Project – Scope Change Narrative March 2022
- ii. *I&I Project – REVISED Budget/Rescinded reduction in budget letter
- iii. Construction – Bidding Date/Process
- b. Grant Updates
 - i. ARPA Grant/Flathead County
 - ii. DNRC/RRGL Grant Update
 - iii. MCEP/TSEP Grant Update

Montgomery thanked the Board for readjusting schedule for his report. Montgomery continued the report is the culmination of adjusting the project, stating this is the last revision. The plans and specification have been sent to the agencies (MCEP/TSEP, DNRC/RRGL, and Flathead County/ARPA) for review. Montgomery reported the project specs went out on March 25, and Rachel Clark will be doing the engineering review of the specs prior to advertising and bidding this project. Montgomery reported the revised scope of the project is:

- Replace 1062 LF of 8" PVC gravity sewer main
- Replace 120 LF of 4" PVC gravity service pipe
- Spot repair 8" sewer at 1 location
- Improvements to 40 manholes, including
 - Replace 7 manholes
 - Excavate and waterproof wrap 19 manholes
 - Install exterior chimney seals on 40 manholes
 - Install concrete collars on 6 manholes
- Abandon one manhole
- Estimated total project cost = \$1,000,000 feet

After meeting with Clark, Montgomery will provide the recommended dates for advertising, the Pre-Bid Conference, and Bid Opening. Montgomery reported if something needs to be modified, he will prepare an addendum which will be added to the project documents. Montgomery continued saying this is a 60 to 80 day project, so construction will go into August or September. Montgomery clarified the budget has been finalized now that all three agencies – DNRC/RRGL, TSEP/MCEP and Flathead County/ARPA have committed to the project. AMCE will do all the bid verification for BMSD, and then BMSD will award the bid at our next meeting. Sato clarified to the Board that once the advertising dates have been set Bales will contact the Board to set the date for our special meeting to award the bids, most likely in early to mid-May.

Montgomery added the contract documents require posting a 4 x 8 sign that gives the project details, a prototype is in the 400 page specs document sent to the Board – Montgomery will send a copy to the Board. Montgomery added BMSD will need to decide where to post the sign. Sato will also add the sign design to the letters. Discussion followed with the consensus the Board will let Montgomery know where the sign is to be posted.

c. *Agreements with WSI and homeowners where manholes are on their property
Sato reported in preparation for the actual work on the I&I Project Ben Hammer, attorney is working on an agreement between WSI and BMSD for access to repair the manholes located on WSI property. Kincaid made motion to authorize Sato to sign the contract with WSI; second by Ferrian. Motion carried with roll vote as follows: AYES: Clough, Ferrian, Kincaid, McCaughan, Sato. NOES: None. ABSENT: None. ABSTAIN: None.

d. Utility Easement in perpetuity with WSI

President Sato reported Ben Hammer, attorney is researching a long-term utility easement with WSI, and she will keep the Board updated.

- e. *Notification of residents – HOA's, post on websites, etc.

Sato and McAughan reported they have drafted a letter to the HOA presidents, and for publication on the Big Mountain website letting people know the BMSD I&I project is in the works and will be coming this summer. The Board agreed unanimously with the letter and the plan to spread the word. McAughan suggested also posting the notice, with consensus from the Board. Sato suggested also sending it to the builders/contractors working on the mountain with everyone agreeing to this plan also. Sato also commented she is concerned about fire season. Discussion followed.

6. REVIEW OF MINUTES

- a. *January 18, 2022

McAughan made motion to approve the January 18, 2022 minutes as presented; second by Kincaid. Motion carried with roll vote as follows: AYES: Clough, Ferrian, Kincaid, McAughan, Sato. NOES: None. ABSENT: None. ABSTAIN: None.

- b. *February 11, 2022

Kincaid made motion to approve the minutes as presented from the February 11, 2022 special meeting; second by McAughan. Motion carried with roll vote as follows: AYES: Clough, Ferrian, Kincaid, McAughan, Sato. NOES: None. ABSENT: None. ABSTAIN: None.

7. FINANCIAL REVIEW

- a. *Balance Sheet
- b. *Income Statement
- c. *Cash Flow
- d. *City of Whitefish Usage/Fees
- e. *Check Register
- f. *YTD Tax Revenues
- g. *Actual vs Budget
 - 1. FY22 Year-to-Date

Bales reported the financials were included in the agenda packets, there was nothing out of the ordinary. Tax revenues have been received at almost two-thirds for this year. Bales commented the City of Whitefish bill was extremely high. Discussion followed. Bales concluded by stating she and Public Works Superintendent Hanchett are starting on the budgets for FY23. Discussion of budgets followed. Kincaid made to approve the financials dated March 29, 2022 as presented; second by Ferrian. Motion carried with roll vote as follows: AYES: Clough, Ferrian, Kincaid, McAughan, Sato. NOES: None. ABSENT: None. ABSTAIN: None.

8. OLD BUSINESS

- a. Insurance Update

Bales reported the insurance company we had decided to go with for our general liability policy contacted her and said they did not insure governmental entities. Bales shared her frustration as there were numerous phone conversations, applications, updating of our capital assets, etc. before they quoted us a price. Bales stated she is back to filling out applications again. Bales also shared we have paid our insurance premium with our current carrier, and BMSD has a new account representative who seems to be much more engaged and proactive with our account.

b. *Hammer, Quinn & Shaw PLLC – BMSD attorney fee agreement
President Sato reported we have a signed attorney fee agreement with Ben Hammer of Hammer, Quinn & Shaw, noting that we have already been having Hammer review documents for the upcoming project

c. Meter Volumes at East Lake Shore Drive – report
Hanchett reported the monitoring has been sporadic, but they monitoring as often as possible with the daily range from 166,000 gallons to 176,000 gallons, and the low was 90,000 gallons; averaging about 133,000 gallons per day. Discussion followed regarding all the rain in early March, and how this solidifies the need to do the infiltration work in our upcoming project.

d. 3844 Winter Lane – request for extension on will-serve letter (see above)

9. NEW BUSINESS

a. *Maintenance Update – Jason Hanchett
Hanchett reported they have been monitoring the meter, working on PIF calcs for new properties, and doing lots of line locates for spring construction. Hanchett reported it was also discovered BMSD has an auto-dialer alarm system, on the pumps which had been inactivated. This has now been activated, tested and the alarm system is up and functional. Hanchett reported the system will auto-call if there are any problems in the system, starting with himself and working down the call-tree until the call is answered. Hanchett reported he is planning to schedule A-1 Sanitation work this spring and would like to get a set rotation of all the lines on a rotating schedule. Hanchett also added some of the problem service lines noted in the I&I Project have been removed from the project as they are out of service for example on the Landmark property. Hanchett reported he is working on the budget, with discussion of budget process following.

b. *Ordinance 2022-01 Episcopo Annexation - First Reading
President Sato read the first paragraph of Ordinance 2022-01, Ordinance of Big Mountain County Sewer District approving the annexation for a parcel owned by Michael Episcopo located within Government Lots 3 & 4, Section 2 & Governmental Lot 1, Section 3, Township 31 North, Range 22 West, P.M.M. Flathead County, Montana. Sato explained this is the annexation previously talked about to allow the Episcopo property to be connected to the Big Mountain Sewer system. McAughan made motion to approve the first reading of Ordinance 2022-01, second by Clough. Motion carried with roll vote as follows: AYES: Clough, Ferrian, Kincaid, McAughan, Sato. NOES: None. ABSENT: None. ABSTAIN: None.

c. *BMSD Terms of Office – McAughan & Ferrian
President Sato reported unfortunately, Flathead County did not send out notice of the filing period for McAughan and Ferrian whose terms end May 31, 2022 so even though they were willing to run for office the deadline to file was missed. Bales contacted Flathead County Election Department, and there were no one who filed to be elected to the BMSD Board. McAughan and Ferrian can be reappointed to the BMSD Board, and both McAughan and Ferrian have agreed to be reappointed.

Kincaid made motion to reappoint McAughan to the Big Mountain Sewer Board from June 1, 2022 through May 31, 2026; second by Clough. Motion carried with roll vote as follows: AYES: Clough, Ferrian, Kincaid, Sato. NOES: None. ABSENT: None. ABSTAIN: McAughan.

Clough made motion to reappoint Ferrian from June 1, 2022 through May 31, 2026; second by Kincaid. Motion carried with roll vote as follows: AYES: Clough, Kincaid, McAughan, Sato. NOES: None. ABSENT: None. ABSTAIN: Ferrian

d. *Plant Investment Fees

i. 181 Elk Highlands – Grant \$6187.69

Kincaid made motion to approve the Plant Investment Fees as presented; second by Clough. Motion carried with roll vote as follows: AYES: Clough, Ferrian, Kincaid, McAughan, Sato. NOES: None. ABSENT: None. ABSTAIN: None

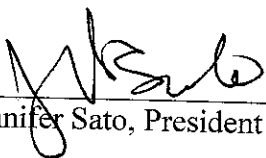
Upon motion made and seconded the meeting adjourned at 9:45 am.

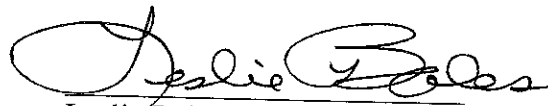
10. MISCELLANEOUS FOR THE GOOD OF THE ORDER

- a. Schedule Next Meeting – President Sato reported the next meeting will be a special meeting, and the date will be determined based upon I&I Project Advertising, Pre-Bid Conference, and Bid Opening schedule.

11. INFORMATIONAL CORRESPONDENCE (available for review from Administrative Manager)

- a. Whitefish Credit Union – 2021 Interest Income Form 1099-Int
- b. Glacier Bank – 2021 Interest Income Form 1099-Int
- c. Montana Rural Water Systems – 2011.01.19 – Letter to Robert Lund from John Camden re: Aging Infrastructure
- d. Flathead Valley Community College Spring 2022 News & Community Education Information
- e. Montana Rural Water Systems 42nd Conference & Exhibition March 23-25, 2022 Conference Happenings at a Glance
- f. Flathead Valley Community College Continuing Education Non-Credit Course Catalog Spring 2022
- g. Montana Rural Water Systems – 2022 Member Directory


Jennifer Sato, President


Leslie Bales, Secretary